
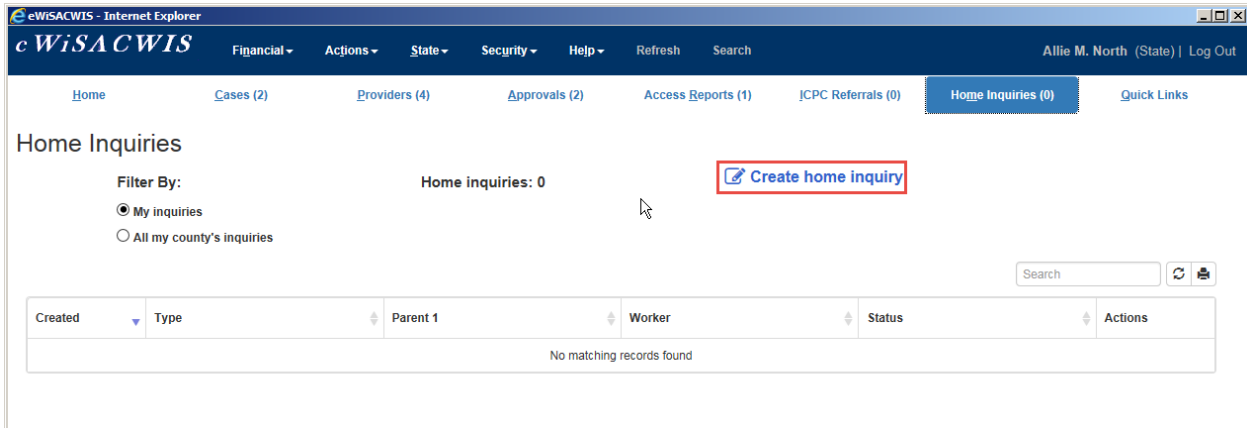
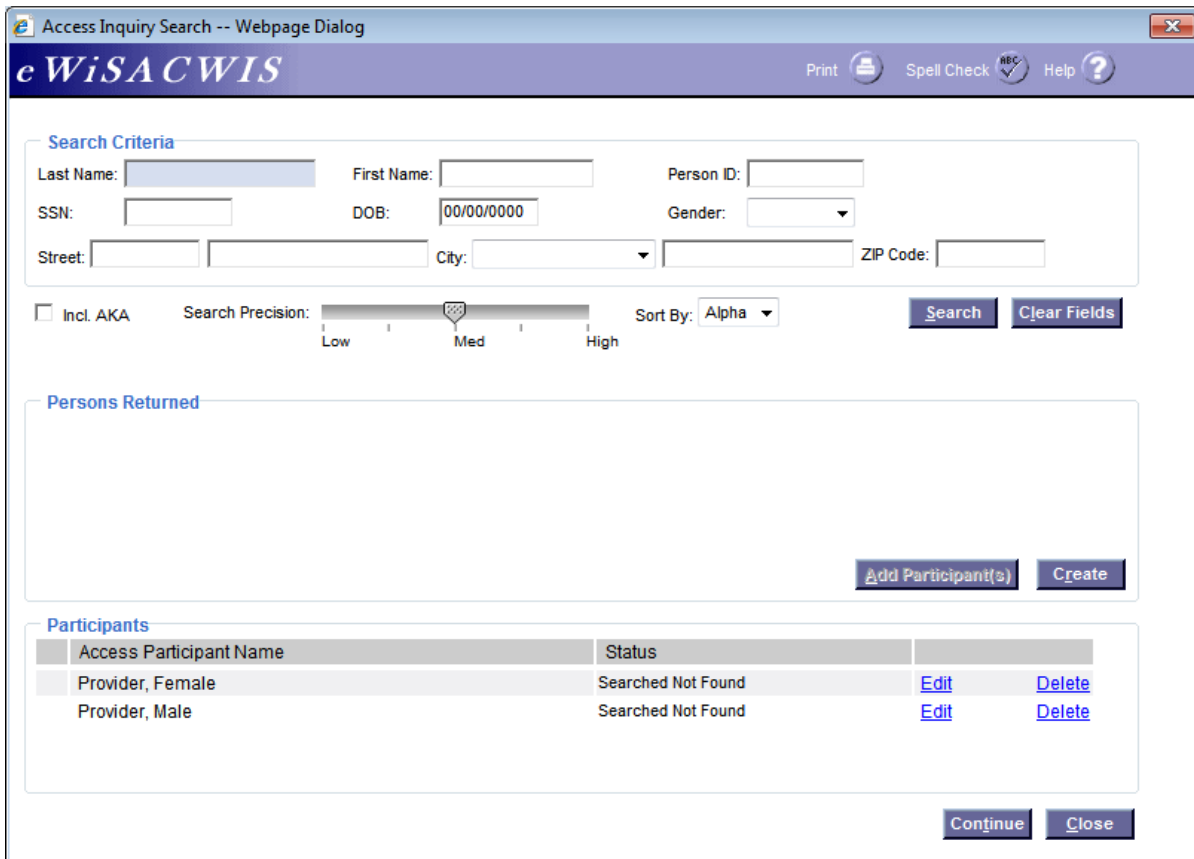


## Establishing a Home Inquiry

1. From the desktop, go to the Home Inquiry tab and click the Create home inquiry hyperlink  [Create home inquiry](#) to open the Home Inquiry page.



2. The Access Inquiry Search page will open. Search out the individuals who are subjects of the Home Inquiry. If the search does not retrieve any results in the Persons Returned group box, click the Create button and create the person record(s). Once completed, click Continue to open up the Home Inquiry page – Member tab.



3. The Family Name in the Basic group box will be blank until the Roles have been defined. The Date, Inquiry ID number and Supervisor Status will pre-fill.

- The Family Members group box will pre-fill with the individuals that were searched out at the beginning of the Inquiry. To the right of each individual is a field called Role. Each member must have an associated role. Select the appropriate value from the drop-down list. Once all roles have been defined, click the Basic tab.

**Note:** One family member must have the role of Parent 1. This is generally the female head of household.

The screenshot shows a web browser window titled "Home Inquiry - Windows Internet Explorer" displaying the "eWiSACWIS" application. The "Basic" tab is selected, showing a form with the following fields: Family Name, Date (02/02/2012), Inq ID (9223191), and Supervisor Status (Pending). Below these fields are two tabs: "Member" and "Basic". The "Family Members" section contains a table with the following data:

Name	Gender	DOB	Race	Role
Provider, Female	Female	03/29/1977	Black/African American	Parent 1
Provider, Male	Male	07/24/1975		Parent 2

At the bottom right of the table is an "Add/Edit" button. Below the table are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done", a green checkmark icon, "Local intranet | Protected Mode: Off", and a zoom level of "100%".

5. The Home Information group box will pre-fill with Parent 1's demographics and Parent 2's demographics, if applicable.
6. The Marital Status has drop-down values; select the value that best describes Parent 1 and Parent 2.
7. The Language drop-down will default to English, but can be changed.
8. In the Inquiry Information group box, the Parent Agency is the licensing agency this individual may be associated with. If Parent 1 and Parent 2 were licensed by a private agency, use the Search hyperlink to search out the agency and have the agency pre-fill under the Parent Agency name. If the county will be licensing the home, leave this field blank and do not use the Search hyperlink.
9. The Inquiry Type has drop-down values; select the appropriate value for the inquiry.

Home Inquiry - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Basic**

Family Name: Provider, Female Date: 02/02/2012 Inq ID: 9223191 Supervisor Status: Pending

**Member Basic**

**Home Information**

Parent 1: Provider, Female Parent 2: Provider, Male

C/O: Street: 123 Main Street City: La Crosse State: WI Zip: 54601 Apt: County of Residence: La Crosse Country: United States

Home: Ext: Work: Ext: Language: English

Marital Status: Married Couple

**Inquiry Information**

Parent Agency: Search

Inquiry Type: Foster Care

Referral Source(s): Select

Description:

**Worker/Committee**

Name: Dan Daisy

☐ Accept/Screen In ☐ Not Accept/Screen Out ☒ Pending

Reason:

**Supervisor/Committee**

Name: Dan Daisy

☐ Accept/Screen In ☐ Not Accept/Screen Out ☒ Pending

Reason:

Options: Go Save Close

Done Local intranet | Protected Mode: Off 100%

10. The Referral Source(s) can be documented by clicking the Select hyperlink. On the Referral Source page, select all referral choices that apply. Clicking the Continue button will automatically pre-fill the selections made on this page back to the Referral Source(s) field on the Home Inquiry page.

Referral Source -- Webpage Dialog

**eWiSACWIS** Print Spell Check ABC Help

**Referral Sources**

Select Referral Source

Select All That Apply

<input type="checkbox"/> Adoption Informational Meeting	<input type="checkbox"/> Knows Foster Parent	<input type="checkbox"/> Radio Advertisement
<input type="checkbox"/> Bus Tail/Poster	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio Talk Show
<input type="checkbox"/> Business/Company	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Regional Office
<input type="checkbox"/> Church	<input type="checkbox"/> Newspaper Press Release/Feature Story	<input type="checkbox"/> School Contacts/Groups
<input type="checkbox"/> County Fair	<input type="checkbox"/> Orientation	<input type="checkbox"/> School/Educational
<input type="checkbox"/> Employer Contact/Groups	<input type="checkbox"/> Other Agencies	<input type="checkbox"/> Self
<input type="checkbox"/> Event Based	<input type="checkbox"/> Other Counseling Agency	<input type="checkbox"/> Statewide Marketing Effort
<input type="checkbox"/> Foster Home Study Request	<input type="checkbox"/> Other County	<input type="checkbox"/> Television
<input type="checkbox"/> Friend	<input type="checkbox"/> Other/Documented in Text	<input type="checkbox"/> Television Advertisement
<input type="checkbox"/> Hospital/Medical	<input type="checkbox"/> Previous Adoptive Parent	<input type="checkbox"/> Television Talk Show
<input type="checkbox"/> Job Fair	<input type="checkbox"/> Previous Foster Parent	<input type="checkbox"/> Volunteers
<input type="checkbox"/> Knows Adoptive Parent	<input type="checkbox"/> Radio	

[Continue](#) [Close](#)

11. The Description field is an optional narrative text field.
12. The Worker/Committee group box allows a Screen In/Out decision by someone without supervisory approval. A supervisor will need to do a final screening decision. The Reason drop-down becomes enabled with values only if the Inquiry was not accepted/screened out.
13. The Supervisor/Committee group box will allow a final screening decision. The reason drop-down becomes enabled with values only if the Inquiry was not accepted/screened out.
14. The Options drop-down field contains various text letters and checklists.

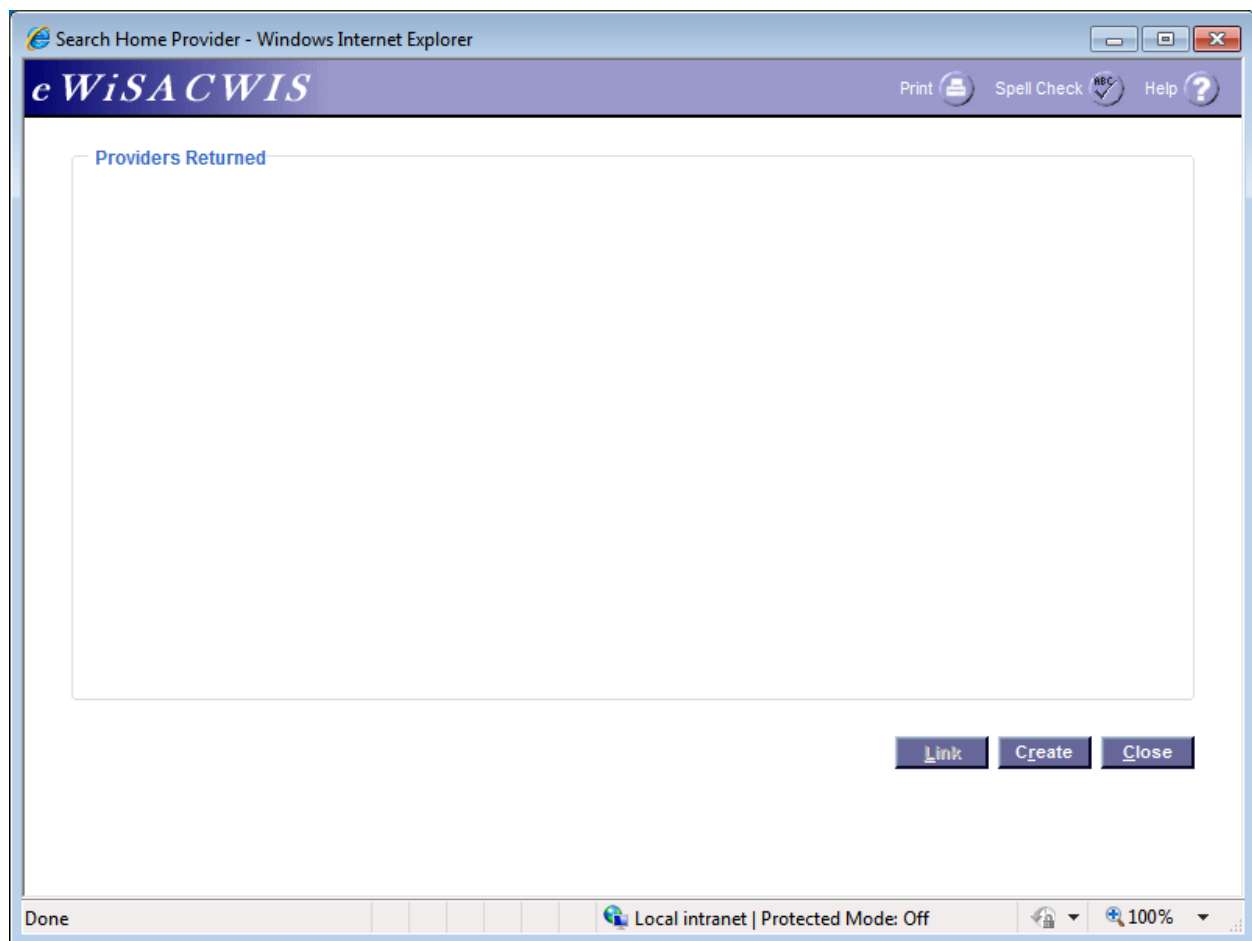
The screenshot shows the 'eWiSACWIS' web application running in a Windows Internet Explorer browser. The page title is 'Home Inquiry - Windows Internet Explorer'. The application header includes the 'eWiSACWIS' logo and navigation links: TM, Print, Spell Check, and Help. The main content area is divided into several sections:

- Basic** (selected tab): Displays 'Family Name: Provider, Female', 'Date: 02/02/2012', 'Inq ID: 9223191', and 'Supervisor Status: Pending'.
- Member** (tab): Displays 'Home Information' for 'Parent 1: Provider, Female' and 'Parent 2: Provider, Male'. It includes fields for C/O, Street, City, State, Zip, Apt, County of Residence, Country, Home, Work, Marital Status (set to 'Married Couple'), and Language (set to 'English').
- Inquiry Information**: Includes 'Parent Agency' (with a 'Search' link), 'Inquiry Type' (set to 'Foster Care'), 'Referral Source(s)' (set to 'Church', with a 'Select' link), and a 'Description' text field.
- Worker/Committee**: Includes 'Name: Dan Daisy', radio buttons for 'Accept/Screen In', 'Not Accept/Screen Out', and 'Pending' (selected), and a 'Reason' dropdown menu.
- Supervisor/Committee**: Includes 'Name: Dan Daisy', radio buttons for 'Accept/Screen In', 'Not Accept/Screen Out', and 'Pending' (selected), and a 'Reason' dropdown menu.
- Options**: A dropdown menu at the bottom left with a 'Go' button.
- Buttons**: 'Save' and 'Close' buttons at the bottom right.

The browser's status bar at the bottom shows 'Done', a green checkmark icon, 'Local intranet | Protected Mode: Off', and a zoom level of '100%'.

15. Click Save and Close. The Search Home Provider page will appear.

16. Select the appropriate radio button for the providers returned and click the Link button. If there are no providers returned, click the Create button.



17. The Home Provider page will open. Update any applicable data on each of the tabs and click the Save button. You have now created the provider record.

**Note:** The phone and e-mail addresses enter for Parent 1, Parent 2, or any licensees will not copy over to the Additional Contact Information section.

**Note:** The Receiving Care radio buttons on the Members tab are required in order to save the page.

The screenshot shows a web browser window titled "Home Provider - Windows Internet Explorer" displaying the "eWiSACWIS" application. The browser's address bar shows "Local intranet | Protected Mode: Off". The application has a top navigation bar with "TM", "Print", "Spell Check", and "Help" icons. Below this is a "Basic" tab section with the following fields: "Name: Female Provider (9221777)", "Open Date: 02/02/2012", "Type: Foster Home" (dropdown), "Status: Open", "Lcns. Type: County" (dropdown), "Lcns. Agency: La Crosse County", and a "Restricted Provider" checkbox. A secondary navigation bar includes tabs for "Home", "Members", "Characteristics", "Services", "Training", "License Activity", and "Closing History". The "Home" tab is active, showing "Home Information" with fields for "Parent 1: Provider, Female" and "Parent 2: Provider, Male". Under "Parent 1", there are fields for "C/O:", "Street: 123 Main Street", "City: La Crosse", "State: WI", "Zip: 54601", "Home:", "E-mail:", "Ext:", and "Work:". Under "Parent 2", there are fields for "Apt:", "County of Residence: La Crosse", "Country: United States", "Ext:", and "Fax:". Below this is the "Additional Information" section with "Marital Status: Married Couple" (dropdown), "Primary Language: English" (dropdown), "Designated County: La Crosse" (dropdown), and radio buttons for "N/A", "SSN", and "FEIN" with an input field. The "Parent Agency" is listed as "Female Provider (9221777)". The "Emergency Contact Information" section has fields for "Name:", "Phone:", and "Ext:" for two contacts. The "Additional Contact Information" section has fields for "Cell:", "Work:", "Ext:", and "Email:" for "Parent 1: Provider, Female" and "Parent 2: Provider, Male". At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons.

18. If Screened In, the provider record will appear under the Providers expando on your desktop. If Screened Out, the Inquiry will be attached to a closed provider record. You will not receive an assignment to the closed provider record.

19. If you choose to leave your Home Inquiry pending, you will be able to open it via the Home Inquiries expando on your desktop. Also, if you have access to view your entire county, you will be able to see all pending Home Inquiries if the ‘All my county’s inquiries’ radio button is selected.

eWiSACWIS

ActionsFinancialStateSecurityRefreshSearch

Caitlin M. Cake (Milwaukee County) | Log Out

[Home](#) [Cases \(426\)](#) [Providers \(193\)](#) [Workers \(64\)](#) [Approvals \(1107\)](#) [Access Reports \(121\)](#) [JCPC Referrals \(3\)](#) [Home Inquiries \(32\)](#) [Quick Links](#)

Home Inquiries

Filter by:  
☒ My inquiries

Home inquiries: 32

Create home inquiry

Showing 1 to 10 of 32 rows 10 rows per page

Search

1234

Created	Type	Parent 1	Worker	Status	Actions
10/14/2016	<a href="#">Home Inquiry (9223479)</a>	Test, Test	Cake, Caitlin, M.	Pending	<a href="#">Reassign</a>
01/10/2010	<a href="#">Home Inquiry (9223130)</a>	asdfasd, asdf	Cake, Caitlin, M.	Pending	<a href="#">Reassign</a>
01/10/2010	<a href="#">Home Inquiry (9223125)</a>	asdfasdf, asdfasdf	Cake, Caitlin, M.	Pending	<a href="#">Reassign</a>
01/10/2010	<a href="#">Home Inquiry (9223126)</a>	asdfasdf, asdfasdf	Cake, Caitlin, M.	Pending	<a href="#">Reassign</a>
01/10/2010	<a href="#">Home Inquiry (9223131)</a>	dastgwe, qwerqwerqwer	Cake, Caitlin, M.	Pending	<a href="#">Reassign</a>
01/10/2010	<a href="#">Home Inquiry (9223124)</a>	dfasdfasd, asdfasdfsdf	Cake, Caitlin, M.	Pending	<a href="#">Reassign</a>
01/10/2010	<a href="#">Home Inquiry (9223129)</a>	dfgwerr, twert	Cake, Caitlin, M.	Pending	<a href="#">Reassign</a>